

CITY OF LINCOLN/LANCASTER COUNTY

**CONTRACT AWARD NOTIFICATION**  
**SPECIFICATION NO.05-007**  
**ANNUAL REQUIREMENTS FOR**  
**QUICK COPY SERVICES**

**DATE:** March 18,2005

**CONTRACT PERIOD:** March 1,2005 thru Febr.28,2006

**CONTRACTOR:** Cornerstone Printing & Imaging  
201 N 14<sup>th</sup> St.  
Lincoln, NE 68508

**PURCHASING DIVISION**  
**K-STREET COMPLEX**  
**440 SOUTH 8<sup>TH</sup> STREET**  
**LINCOLN, NEBRASKA 68508**  
**(402) 441-7410**

**Company Representative:** Kevin Thomas  
**Telephone No.:** 402/437-0000  
**FAX No.:** 402/437-0001  
**E-Mail Address:** [kthomas@cornerstoneimaging.com](mailto:kthomas@cornerstoneimaging.com)

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THE CITY/COUNTY'S SPECIFICATIONS AND THE CONTRACTOR'S ACCEPTED PROPOSAL AND PRICING SCHEDULES, NOW ON FILE IN THE OFFICE OF THE CITY CLERK AND/OR THE COUNTY CLERK, ARE ADOPTED BY REFERENCE AND ARE AS FULLY A PART OF THIS CONTRACT FOR THE ABOVE-NAMED COMMODITY AS IF REPEATED VERBATIM HEREIN.

**PER PROPOSAL AND CONTRACT SIGNED AND DATED MARCH, 2005**

NO ACTION NEED BE TAKEN BY THE CONTRACTOR AT THIS TIME. ORDERS FOR MATERIAL WILL BE MADE AS NEEDED BY THE VARIOUS CITY/COUNTY DEPARTMENTS.

DEPARTMENTS REQUIRING CATALOGS AND/OR PRICING SCHEDULES SHALL NOTIFY THE CONTRACTOR DIRECTLY.

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E.O. #72752  
Dated: 3/10/05

Original Contract to: Contractor  
Public File  
Purchasing

C-05 0127

RECEIVED

MAR 01 2005

LANC. COUNTY CLERK

CONTRACT DOCUMENTS

**LANCASTER COUNTY**

NEBRASKA

FOR

Specification #05-007

ANNUAL REQUIREMENTS FOR  
**QUICK COPY SERVICES**

CONTRACTOR: Cornerstone Printing & Imaging, Lincoln, NE

# LANCASTER COUNTY, NEBRASKA

## CONTRACT AGREEMENT

THIS CONTRACT, made and entered into this \_\_\_ day of **February, 2005**, by and between **Cornerstone Printing & Imaging, 201 No. 14<sup>th</sup> Street, Lincoln, NE** hereinafter called "Contractor", and the Lancaster County, Nebraska, hereinafter called the "County".

WITNESS, that:

WHEREAS, the County has caused to be prepared, in accordance with law, Specifications and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

**Annual Requirements for quick copy and/or offset printing and related services, including: supplies, equipment, and delivery/pick up to/for Lancaster County Agencies. This Agreement is for the Quick Copy portion of the project.**

and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the County, in the manner and at the time specified, a sealed Proposal in accordance with the terms of said advertisement; and,

WHEREAS, the County, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Proposals submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible Proposer for the said Work for the sum or sums named in the Contractor's Proposal, a copy thereof being attached to and made a part of this Contract;

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the agreements herein contained, the Contractor and the County have agreed and hereby agree as follows:

The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendence, transportation, and other construction accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute construct, and compete all Work included in and covered by the County's award of this Contract to the Contractor, such award being based on the acceptance by the County of the Contractor's Proposal, or part thereof, as follows:

**EQUAL EMPLOYMENT OPPORTUNITY:** In connection with the carrying out of this project, the contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, age or marital status. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.

The County agrees to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefor, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the County:

**Request for Proposal #05-007, Annual Requirements for Quick and/or Offset Printing Services for the City of Lincoln and Lancaster County**

The Work included in this Contract shall for the annual requirements beginning **March 1<sup>st</sup>, 2005 through Feb. 28<sup>th</sup>, 2006.**

- a. The County, at their discretion and with mutual consent from the Contractor, may extend the period of this agreement up to three (3) additional years, in one (1) year increments.
- b. The Contractor shall be notified in writing by the Purchasing Agent of the County's intention to extend the contract period at least thirty (30) days prior to the expiration of the original contract period.

The Contract Documents comprise the Contract, and consist of the following:

1. The Request for Proposals Specifications - **Exhibit 1**
  - 1.1 Contractor Requirements
  - 1.2 Proposal Specifications
  - 1.3 Evaluation and Award
  - 1.4 Cancellation
2. The Accepted Proposal - **Exhibit 2**
3. The Contract Agreements
4. Insurance requirements for all Contracts - **Exhibit 3**

These Contract Agreements, together with the other Contract Documents herein above mentioned, form this Contract, and the are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the County hereby agree that all the terms and conditions of this Contract shall by these presents be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors, and assigns.

IN WITNESS WHEREOF, the contractor and the County do hereby execute this contract.

#### EXECUTION BY LANCASTER COUNTY, NEBRASKA

CONTRACT APPROVED AS TO FORM:

Kristy Mundt  
Deputy Lancaster County Attorney

COUNTY OF LANCASTER, NEBRASKA

James Anderson  
Chairperson, Board of Commissioners

Dated: 3/8/05

#### EXECUTION BY CONTRACTOR

IF A CORPORATION:

ATTEST:

Secretary

Dated: \_\_\_\_\_

(SEAL)

Cornerstone Printing + Imaging  
Name of Corporation  
201 N. 14th St  
Address

By: Kevin Thomas  
Duly Authorized Official

Vice President  
Legal Title of Official

## CORNERSTONE PRINTING & IMAGING COMPANY OVERVIEW

Cornerstone Printing & Imaging was formed in 1992 by Lincoln residents Jay and Michelle Wilkinson. The firm was originally an AlphaGraphics franchise and became an independent, Lincoln-based corporation operating under the name Cornerstone Printing & Imaging, Inc. in May of 2001.

From the beginning, Cornerstone Printing was a market leader. After establishing a franchise sales record for a new store in 1993, Cornerstone continued to grow and has now been named as one of the top producing 100 printshops in the U.S. out of more than 30,000 every year since 1995 by Quick Printing Magazine.

In 2003, the Cornerstone Web site was selected as the best printer's Web site in the U.S. by the printing industry's leading trade association, PrintImage International. The Cornerstone Web site allows clients to place orders, get estimates, transfer files and proof jobs all without leaving their desk. Combined with unlimited pickup and delivery services and exemplary customer service, the Cornerstone Web site will save employees of the City of Lincoln and Lancaster County countless hours.

In addition to the technology advantage, Cornerstone excels in quality and efficiencies with an impressive 98.9% of all jobs being delivered right and on time. Many printshop owners from around the U.S. consult with Cornerstone and its management every year for help with production systems and operational standards. Cornerstone is the only quick-printing operation in the state of Nebraska that has achieved ISO 9002 certification.

Cornerstone's most amazing asset, however, is it's staff. Every member of the Cornerstone team strives to provide every client with their most positive business interaction of the day. These energetic, quick-learning individuals allow Cornerstone to adapt, respond and produce projects that exceed the expectations of clients every day.

## CONTACTS:

**Kevin Thomas**, Owner & General Manager (PRIMARY CONTACT)

kthomas@cornerstoneimaging.com

402.437.0000 ext 104

**Tim Meader**, Owner & Sales Manager

tmeader@cornerstoneimaging.com

402.437.0000 ext 112

**Jay Wilkinson**, President

jwilkinson@cornerstoneimaging.com

402.437-0106



## Relevant Equipment List for Proposal Specifications No. 05-007

### Design & Prepress

- KIP 7090 Engineering Copier with Digital RIP
- LaserMaster Big Color DM 1000
- RIPit ExxtraSetter 300 Plate System
- Silicon Graphics INDY Workstation
- Vastech DT-14
- Macintosh G5 (2 Computers Delivery 03/05)
- Macintosh G4 (2 Computers)
- Macintosh G3 (4 Computers)
- Macintosh imac (7 Computers)
- Dell PC—Windows XP Operating System
- IBM PC- Windows 2000 Operating System
- Heidelberg Prosetter 52 Computer to Plate System (Delivery 3/1/05)

### Copying

- Two Konika 7085's with punch, variable staple and booklet maker
- Xerox 5100
- Xerox DC 265
- Konika 8050 ColorForce
- Canon CLC 2400
- Ricoh FT 4027

### Printing

- Heidelberg Quickmaster 46-2
- Ryobi 524HE Four Color Press (Delivery 3/05)
- AB Dick 9870
- AB Dick 360
- ATF Chief 15

### Finishing

- Bumfolder Ultrafold 714XE (2 systems)
- Challenge Three-Hole Drill
- Challenge Single-Hole Drill
- BinderyMate 305
- GBC 111PM-2C
- GBC 4500 Pro Series
- GBC 460 KM
- GBC SureBind 2000
- Rhino-o-Tuff Punch and Feed
- Pitney Bowes E580/B900
- Rollem Champion 990
- Challenge 305 Air-fed Cutter (30.5")
- Triumph 25- inch Cutter
- GBC Wiro Mate
- Xyron 2500
- Bourg 10 Station Stack Collater and Booklet Maker



# SEALED REQUEST FOR PROPOSAL (RFP)

## QUICK COPY & PRINTING SERVICES

### SPECIFICATION NO. 05-007

PROPOSAL OPENING TIME: 12:00 NOON

DATE: Wednesday, January 19<sup>th</sup>, 2005

**ADDENDA RECEIPT:** The receipt of the addenda to the specification number \_\_\_\_ through \_\_\_\_ is hereby acknowledged. Failure of any Proposer to receive any addenda or interpretation shall not relieve the Proposer from obligations specified in the proposal request. All addenda shall become part of the final contract document.

The undersigned submitter, having full knowledge of the requirements of City of Lincoln/Lancaster County for the above listed project, the Contract Documents and all other terms and conditions of the request, agrees to provide the labor, materials and equipment in strict accordance with the specifications as prepared by the City/County for the consideration of the amount set forth in the following proposal price schedule:

#### DESCRIPTION CODE

**Printing choices:**      1-C = One color (black)      COL = Full Color Copy  
    1-S = One side printed      2-S = Two sides printed

NOTE: If service is not available, indicate "N/A". If standard paper choices are available please supply with your offer, or indicate the brand/grade you are bidding.

## 1. QUICK COPY PRICE PROPOSAL

### CATEGORY I - STANDARD QUICK COPY

ITEM	DESCRIPTION	8.5" X 11"	8.5" X 14"	11" X 17"
1.1	20# Commodity Grade (#3) Bond Paper, 1-C, 1-S:	\$ .028	\$ .031	\$ .034
1.2	20# Commodity Grade (#3) Bond Paper, 1-C, 2-S:	.044	.048	.051
1.3	20# Pastel/Bright/Laser Paper, 1-C, 1-S:	.034	.040	.042
1.4	20# Pastel/Bright/Laser Paper, 1-C, 2-S:	.049	.054	.058
1.5	70# Text Stock, 1-C, 1-S:	.033	.049	.051
1.6	70# Text Stock, 1-C, 2-S:	.050	.066	.068
1.7	65# Cover Stock, 1-C, 1-S:	.062	.125	.125
1.8	65# Cover Stock, 1-C, 2-S:	.082	.160	.160
1.9	Resume or Executive 24# Laser Grade, 1-C, 1-S:	.060	NA	NA
1.10	Resume or Executive 24# Laser Grade, 1-C, 2-S:	.079	NA	NA
1.11	Customer provided paper, 1-C, 1-S:	.028	.031	.031
1.12	Customer provided paper, 1-C, 2-S:	.044	.048	.048
1.13	Standard 20# bond, 3-hole punched, 1-C, 1-S:	.030	NA	NA
1.14	Standard 20# bond, 3 hole punched, 1-C, 2-S:	.047	NA	NA

## CATEGORY II - SPECIALTY QUICK COPY

ITEM	DESCRIPTION	8.5" X 11"	8.5" X 14"	11" X 17"
2.1	Standard Grade Transparency, 1-C, 1-S:	\$ .30	////////////////////	\$
2.2	2-Part NCR, Standard (W/Y), 1-C, 1-S:	.11	.12	.22
2.3	3-Part NCR, Standard (W/Y/P), 1-C, 1-S:	.14	.17	.28
2.4	4-Part NCR, Standard (W/Y/P/ ), 1-C, 1-S:	.18	.22	.36
2.5	Tabs (per set of 5), 1-C, 1-S:	.69	////////////////////	////////////////////
2.6	Tabs (per set of 5), 3-hole punch, 1-C, 1-S:	.69	////////////////////	////////////////////

## CATEGORY III - COLOR COPIES

ITEM	DESCRIPTION	8.5" X 11"	8.5" X 14"	11" X 17"
3.1	20# Commodity Grade (#3) Bond Paper, COL, 1-S:	\$ .39	\$ .49	\$ .54
3.2	20# Pastel/Bright/Laser Paper, COL, 1-S:	.39	.49	.54
3.3	Cardstock/Text Gloss, COL, 1-S:	.49	.54	.59
3.4	Card Stock Glossy, 8pt or 10pt, COL, 1-S:	.59	.64	.69
3.5	Resume or Executive 24# Laser Grade, COL, 1-S:	.43	.49	.54
3.6	Customer provided paper, COL, 1-S:	.39	.49	.54
3.7	Standard 20# bond, 3-hole punched, COL, 1-S:	.43	.49 / NA	.54 / NA

## CATEGORY IV - BINDING SERVICES

ITEM	DESCRIPTION	NO COVERS	CARDSTOCK COVERS	VINYL COVERS
4.1	Plastic Comb	\$ .60	\$ .65	\$ 1.11
4.2	Coil Bind	.55	.60	1.01
4.3	Thermo-Tape or Velo Bind	NA	NA	NA

## CATEGORY V - FINISHING SERVICES

ITEM	DESCRIPTION	COST/PIECE	COMMENTS:
5.1	Machine folding	\$ .0175	
5.2	Hand folding	.04	
5.3	Machine staple	Free	
5.4	Hand staple	.02 / set	



ITEM	DESCRIPTION	COST/PIECE	COMMENTS:
5.5	Hand collating	\$ .025	
5.6	Hand inserting	.04	
5.7	Padding *	.25	
5.8	Pouch Lamination (8.5 x 11)	.49	3 mil
5.9	Pouch Lamination (11 x 17)	.59	3 mil
5.10	Roll Lamination (per sq. ft.)	.50 /sq. ft.	3 mil
5.11	Paste-up	.75/minute	
5.12	Cutting (per 500 sheets of paper)	3.25 /500	3.25 minimum, 4.50/M
5.13	Drilling (per page, non-standard)	.61	Volume discounts
5.14	Booklets	.11	

#### CATEGORY VI - MISCELLANEOUS SERVICES

ITEM	DESCRIPTION	COST/PIECE	COMMENTS:
6.1	Digital RIP Fee (per non-PDF or Std file)	\$ 9.95	
6.2	Digital RIP fee (per PDF or Std file)	N/C	
6.3	Document Creation/Manipulation/Hr.	45 /hr.	
6.4	Mounting (per Sq. Ft. non-laminate)	NA /sq. ft.	
6.5	Mounting (per Sq. Ft. laminated)	NA /sq. ft.	
6.6	General hand labor (per/hr.)	45 /hr.	

#### CATEGORY VII - OVERSIZED BLACK & WHITE

ITEM	DESCRIPTION	COST/PIECE	COMMENTS:
7.1	20# Standard Bond 18 x 24"	\$ 1.33	
7.2	Cardstock 18 x 24", White	NA	
7.3	Colored cardstock 18 x 24"	NA	
7.4	Cardstock 18 x 48"	NA	
7.5	Colored cardstock 18 x 48"	NA	
7.6	Engineering prints (per sq. ft.)	.38 /sq. ft.	.85 minimum / not per piece

## CATEGORY VIII - OVERSIZED COLOR PRINTS

ITEM	DESCRIPTION	COST/PIECE	COMMENTS:
8.1	Matte (full coverage) state size:	\$10/square	
8.2	Semi-Gloss (full coverage) state size:	\$10/sq. foot	
8.3	Vinyl (full coverage) state size:	N/A	

General comments (optional):

## 2. OFFSET PRINTING PROPOSAL

### CATEGORY I - 20# COMMODITY GRADE BOND PAPER

ITEM	DESCRIPTION	Quantity: price per:	500 Shts per 500	1M Shts per 1,000	2M Shts per 1,000	5M Shts per 1,000	10M Shts per 1,000
2.1.1	White, 8-1/2 x 11", 1-Sided, 1-Color		\$30.16	\$35.36	\$26.00	\$20.80	\$17.90
2.1.2	White, 8-1/2 x 11", 2-S, 1-C		35.88	49.92	37.44	28.60	25.00
2.1.3	White, 8-1/2 x 14", 1-S, 1-C		32.00	39.00	30.00	24.00	20.00
2.1.4	White, 8-1/2 x 14", 2-S, 1-C		38.00	51.00	41.50	32.00	28.00
2.1.5	White, 11 x 17", 1-S, 1-C		33.00	41.00	31.00	24.50	22.75
2.1.6	White, 11 x 17", 2-S, 1-C		41.00	55.00	43.00	33.00	31.00
2.1.7	Colored (standard), 8-1/2x11" 1-S, 1-C		31.50	39.00	30.00	23.50	22.00
2.1.8	Colored (std), 8-1/2 x 11" 2-S, 1-C		39.00	53.00	40.00	31.50	29.00
2.1.9	Colored (std), 8-1/2 x 14" 1-S, 1-C		33.00	43.00	34.00	27.50	26.00
2.1.10	Colored (std), 8-1/2 x 14" 2-S, 1-C		43.00	56.00	45.00	36.00	34.00
2.1.11	Colored (std), 11 x 17" 1-S, 1-C		35.00	48.00	38.00	33.00	31.00
2.1.12	Colored (std), 11 x 17" 2-S, 1-C		44.00	64.00	53.00	44.00	42.00

### CATEGORY II - NCR FORM (printed 1-color 20# or Standard Weight)

ITEM	DESCRIPTION	Quantity: w=white, y=yellow, p=pink, g=goldenrod Price per:	250 Sets /250 Sets	500 Sets /500 Sets	1M Sets per 1,000	2M Sets per 1,000	5M Sets per 1,000
2.2.1	2 part (w/y) 8-1/2 x 5-1/2"		36	47	71	61	55
2.2.2	3 part (w/y/p) 8-1/2 x 5-1/2"		44	62	105	94	187
2.2.3	4 part (w/y/p/g) 8-1/2 x 5-1/2"		52	79	140	129	122
2.2.4	2 part (w/y) 8-1/2 x 11"		47	70	122	113	103

# 3. BOTH QUICK & OFFSET PROCESS PROPOSAL

## CATEGORY I- ADDITIONAL PROJECTS AND SERVICES

This proposal response schedule is not designed to be an all-inclusive composite of the offset printing (copying) needs for the City/County; we estimate between 10%-15% of our needs will not be accommodated by the prices secured in the proposal schedule. We are asking for a cost plus commitment from interested vendors who wish to produce work outside of the proposal response schedule set forth herein.

- 3.1.1 To produce work not listed in the proposal schedule, I/We extend the City/County the following "Cost Plus" offer:

COST PLUS 10 %

DEFINE HOW COST WILL BE FIGURED: paper cost x 1.2 + labor + materials

- 3.1.2 Do you currently have the ability to perform document preparation and finishing services including preparation for digital publishing, desktop publishing, and paste up services?

3.1.2.1 Direct Imaging to Film/Plate:

X Yes: 45/hr.        No

3.1.2.2 Desktop Publishing:

X Yes: 45/hr.        No

3.1.2.3 Paste up services:

X Yes: 45/hr.        No

- 3.1.3 The City/County shall occasionally have need of the following:

3.1.3.1 \$ 20 /hr. for: Minor changes from an existing printed sample (1-10 words).

3.1.3.2 \$ 30 /hr. for: Medium changes from an existing printed sample (paragraphs).

3.1.3.3 \$ 45 /hr. for: Type Setting an entire new document.

- 3.1.4 Do you provide free delivery and pick up of art work and finished printed materials? (See Attachment B for possible delivery locations)

COMMENTS: pickup and delivery available X YES        NO M-F 9AM-5PM

- 3.1.5 On occasion the City/County may require the Successful Contractor to reproduce confidential or sensitive documents. What is your standard procedure for insuring that our confidential information remains confidential throughout the offset printing process?

COMMENTS: As demonstrated with our current contract, we will continue to uphold a high level of respect for confidential & sensitive documents. All our employees sign confidentiality agreements upon employment. We are happy to sign one with the City/County upon request.

- 3.1.6 How do you propose to track the status of the various City/County jobs submitted for production, to insure that jobs are completed in a timely organized manner?

COMMENTS: We update our order entry system several times daily. Through this last year with the current contract & with other clients this computerized system allows us to know status of each job & be prepared for regularly submitted jobs.

- 3.1.7 When new technology or equipment becomes available (i.g., electronic file transfer, color press, etc.) to your firm, will you provide a mailing or some form of notification to the City/County Customers? Yes X No

If "YES", will you also provide training or instruction on the new services offered (please expand): We will provide updates via email on an ongoing basis.

## CATEGORY II - CLARIFICATION OF THE OFFER

- 3.2.1 The Contractor will provide annotations on each delivery ticket for each job delivered indicating: 1) the requesting department; 2) the individual placing the order; 3) the order date; 4) the delivery location; 5) the delivery date; 6) a brief synopsis of the order; 7) the unit price of each item submitted; and 8) the total price billed on the order.

Do you concur? ☒ YES ☐ NO

- 3.2.2 The Contractor agrees to provide quarterly reports to the Purchasing Agent, showing all purchases made under the contractual arrangement, listing all required information outlined in the specification documents.

Do you concur? ☒ YES ☐ NO

- 3.2.3 The successful contractor shall coordinate work with individual departments, if requested, to offer assistance in job preparation. Vendor shall visit using department's site if necessary to show samples, answer questions and make cost saving recommendations.

Do you concur? ☒ YES ☐ NO

- 3.2.4 The successful contractor may be asked to present brief workshops (estimate 4 each 1 hour sessions) to the City/County Users, educating them on the proposed contract services offered, and best way to interface with your company to promote smooth implementation of the contractual arrangement?

Are you willing to provide described service? ☒ YES ☐ NO

- 3.2.5 What is your proposed procedure for resolving disputes regarding the following categories: 1) Poor, or unsatisfactory service; 2) Poor, or unsatisfactory quality of work produced; 3) Billing disputes; and 4) Mis communication between the City/Co. customer and your company on a job.

COMMENTS: All disputes would be resolved as quickly as possible. We would hope to find the root cause of the error, address that error, and develop an action plan to resolve the dispute. If Cornerstone is at error, we will reproduce work at no cost to the City/County.

## CATEGORY III - WAREHOUSE CAPABILITY

Does your offer include the ability to warehouse jobs performed for the City/County, so that we can take advantage of the most cost effective quantity breaks:

- 3.3.1 My firm is offering warehousing for City/County jobs: ☒ Yes ☐ No

3.3.1.1 Indicate the charges, terms and conditions (if any) for this service: No charge

- 3.3.2 Indicate the address of the warehouse and size of the facility: 201 N. 14th St.

- 3.3.3 Describe your warehousing capacity, terms and conditions: Approx. 2500 sq. ft.

## CATEGORY IV - OPTION TO EXTEND

- 3.4.1 All pricing must remain firm for the first twelve (12) consecutive months of the contract, there after prices may be adjusted only once annually (except as outlined in "General Terms and Conditions", 4. Escalation/De-Escalation Clause). The City/County requires a 30 day notification of price changes for items featured on the proposal schedule. All price decreases will be automatically passed on to the City/County.  
Do you concur? ☒ YES ☐ NO
- 3.4.2 Optional renewal year One (1). Plus maximum overall increase not to exceed 0-10 %/yr.  
Contractor to provide supporting documentation on any proposed increase (\*).
- 3.4.3 Optional renewal year Two (2). Plus maximum overall increase not to exceed 0-10 %/yr.  
Contractor to provide supporting documentation on any proposed increase (\*).  
(\* See General Terms & Conditions "Option to Extend", and "Escalation/De-escalation")

## CATEGORY V - SUBMITTAL CHECK LIST

- 3.5.1 Check below if you have enclosed the below listed information with your response:  
☒ Brief Company background ☒ Equipment list ☒ Sample quote/order confirmation form
- 3.5.2 Will you provide the listed Insurance Certificates if awarded a contract: ☒ Yes ☐ No

PROPOSED ASSIGNED City/County LIAISON: \_\_\_\_\_

**INTERLOCAL PURCHASING:** The City/County desires to make available to other local government entities of the State of Nebraska, by mutual agreement with the successful bidder, and properly authorized interlocal purchasing agreements, the right to purchase the same services, at the prices quoted, for the period of this contract. Each bidder shall indicated on the Bid Form in the space provided below if he/she will honor Political Subdivision orders in accordance with the contract terms and conditions, in addition to orders from City of Lincoln/Lancaster County.

☒ YES ☐ NO

If "YES", Contract supplier or suppliers may honor pricing and extend the contract to political sub-divisions, cities and counties. Terms and conditions of the contract must be met by political sub-divisions, cities and counties. Under no circumstances shall the City of Lincoln/Lancaster County be contractually obligated or liable for any purchases by these political sub-divisions, cities or counties.

## REFERENCE LISTING BUSINESS CONTACTS WITH SIMILAR NEEDS TO THOSE PROPOSED HEREIN:

- Company Name: National Strength and Conditioning Assoc. Certification Commission  
Address/State/Zip: 3333 Landmark Circle Lincoln NE 68504  
Contact Name and Phone #: Janet Owens 476-161619  
Est. annual dollar volume spent with your firm: \$ 163,000  
List the number of years you have served this Client: 10
- Company Name: MDS Pharma Services  
Address/State/Zip: PO Box 81891 Lincoln, NE 68501  
Contact Name and Phone #: Kelli Hogeland 1437-4900  
Est. annual dollar volume spent with your firm: \$ 150,000  
List the number of years you have served this Client: 11

3. Company Name: LI-COR  
Address/State/Zip: PO Box 4425, Lincoln NE 68504  
Contact Name and Phone #: Ron Wall  
Est. annual dollar volume spent with your firm: \$ 103,000  
List the number of years you have served this Client: 12

**NOTE: RETURN 8 COPIES OF PROPOSAL OFFER & SUPPORTING MATERIAL.**  
**MARK OUTSIDE OF PROPOSAL ENVELOPE: SEALED RFP FOR SPEC. NO. 05-007**

The undersigned signatory of the proposer represents and warrants that he has full and complete authority to submit this offer to Lancaster City/County of Lincoln, and to enter into a contract if this offer is accepted.

Cornerstone Printing + Imaging  
COMPANY NAME

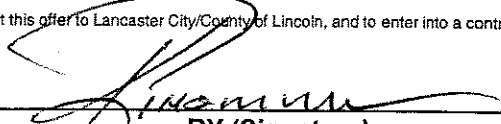
201 N. 14th St.  
STREET ADDRESS or P.O. BOX

Lincoln, NE 68508  
CITY, STATE ZIP CODE

437-0000  
TELEPHONE NO.

437-0001  
FAX NO.

Email: Kthomas@cornerstoneimaging.com

  
BY (Signature)

Kevin Thomas  
(Print Name)

General Manager, Owner  
(Title)

17 January 2005  
(Date)

47-0840198  
EMPLOYER'S FEDERAL I.D. NO.  
OR SOCIAL SECURITY NUMBER





# Estimate

**Date:**

## Estimate For:

Rev 4.01



## Quick Copy Pricing for the City of Lincoln and Lancaster County

Category I - Standard Quick Copy		Price per Impression		
Item	Description	8.5"x11"	8.5"x14"	11"x17"
1.1	20# Commodity Grade (#3) Bond Paper, 1-C, 1-S:	0.028 B1A	0.031 B1B	0.034 B1C
1.2	20# Commodity Grade (#3) Bond Paper, 1-C, 2-S:	0.044	0.048	0.051
1.3	20# Pastel/Bright/Laser Paper, 1-C, 1-S:	0.034 B2A	0.038 B2B	0.040 B2C
1.4	20# Pastel/Bright/Laser Paper, 1-C, 2-S:	0.049	0.052	0.055
1.5	70# Text, 1-C, 1-S:	0.033	0.049	0.051
1.6	70# Text, 1-C, 2-S:	0.050	0.066	0.068
1.7	65# Cover, 1-C, 1-S:	0.062	0.125	0.125
1.8	65# Cover, 1-C, 2-S:	0.084	0.160	0.160
1.9	Resume or Executive 24# Laser Grade, 1-C, 1-S:	0.060	N/A	N/A
1:10	Resume or Executive 24# Laser Grade, 1-C, 2-S:	0.079	N/A	N/A
1:11	Customer provided paper, 1-C, 1-S:	0.028	0.030	0.030
1:12	Customer provided paper, 1-C, 2-S:	0.044	0.048	0.048
1:13	Standard 20# bond, 3-hole punched, 1-C, 1-S:	0.030	N/A	N/A
1:14	Standard 20# bond, 3-hole punched, 1-C, 2-S:	0.047	N/A	N/A

Category II - Color Copies				
Item	Description	8.5"x11"	8.5"x14"	11"x17"
2.1	20# Commodity Grade (#3) Bond Paper, COL, 1-S:	0.39	0.49	0.54
2.2	20# Pastel/Bright/Laser Paper, COL, 1-S	0.39	0.49	0.54
2.3	Cardstock/Text Gloss, COL, 1-S:	0.49	0.54	0.59
2.4	Cardstock Glossy, 8pt of 10pt, COL, 1-S	0.59	0.64	0.69
2.5	Resume or Executive 24# Laser Grade, COL, 1-S:	0.43	0.49	0.54
2.6	Customer provided paper, COL, 1-S:	0.39	0.49	0.54
2.7	Standard 20# bond, 3-hole punched, COL, 1-S:	0.43	0.49-N/A	0.54-N/A

Category III - Binding Services				
Item	Description	No Covers	Cardstock	Vinyl
3.1	Plastic Comb	0.60	0.65	1.11
3.2	Coil Bind	0.55	0.60	1.01
3.3	Thermo - Tape or Velo Bind	N/A	N/A	N/A

Category IV - Miscellaneous Services			
Item	Description	Cost/Piece	Comments
4.1	Digital RIP Fee (per non-PDF or Std file)	9.95	
4.2	Digital RIP fee (per PDF or Std file)	4.95	for PDF only, others 9.95
4.3	Document Creation/Manipulation/Hr.	45.00/hr	
4.4	Mounting (per Sq. Ft. non-laminate)	N/A	
4.5	Mounting (per Sq. Ft. laminated)	N/A	
4.6	General hand labor (per/hr.)	45.00/hr	

## Category V – Finishing Services

Item	Description	Cost/Piece	Comments
5.1	Machine Folding	0.015	
5.2	Hand Folding	0.045	
5.3	Machine Staple	free	
5.4	Hand Staple	0.02/set	up to 25 sheets 20#bond
5.5	Hand collating	0.01	
5.6	Hand inserting	0.02	
5.7	Padding	0.39	20 pads of 50 sheets
5.8	Pouch Lamination (8.5x11)	0.39	3 mil
5.9	Pouch Lamination (11x17)	0.49	3 mil
5.10	Roll Lamination (per sq. ft)	0.34/sq ft	3 mil
5.11	Paste-up	0.75/minute	
5.12	Cutting (per 500 sheets of paper)	3.25/500	\$3.25/min \$4.50/thousand
5.13	Drilling (per page, non-standard)	0.01	volume discount applies
5.14	Booklets	0.10	

## Category VI – Specialty Quick Copy

Item	Description	8.5"x11"	8.5"x14"	11"x17"
6.1	Standard Grade Transparency, 1-C, 1-S:	0.30	N/A	N/A
6.2	2-Part NCR, Standard (W/Y), 1-C, 1-S:	0.12/set	0.129/set	0.152/set
6.3	3-Part NCR, Standard (W/Y/P), 1-C, 1-S:	0.17/set	0.21/set	0.24/set
6.4	4-Part NCR, Standard (W/Y/P/ ), 1-C, 1-S:	0.24/set	0.285/set	0.31/set
6.5	Tabs (per set of 5), 1-C, 1-S:	0.69	N/A	N/A
6.6	Tabs (per set of 5), 3-hole punch, 1-C, 1-S:	0.69	N/A	N/A

## Category VII – Oversized Black & White

Item	Description	Cost/Piece	Comments
7.1	20# Standard Bond 18"x24"	0.85	
7.2	Cardstock 18"x24", White	N/A	
7.3	Colored cardstock 18"x24"	N/A	
7.4	Cardstock 18"x48"	N/A	
7.5	Colored cardstock 18"x48"	N/A	
7.6	Engineering prints (per sq. ft.)	0.38/sq ft	0.85 min/order, not/ piece

## Category VIII – Oversized Color Prints

Item	Description	Cost/Piece	Comments
8.1	Matte (full coverage) state size:	10.00/sq ft	
8.2	Semi-Gloss (full coverage) state size:	10.00/sq ft	
8.3	Vinyl (full coverage) state size:	N/A	

### Pick-Up Schedule

Aging Services • 1001 "O" Street.....1x daily  
 City Planning • 555 S. 10th Suite 213.....2x daily  
 Urban Development • 808 "P" Street.....1x daily  
 Parks & Recreation • 2740 "A" Street .....1x daily

Election Commission • 601 N. 46th Street .....Call Request  
 Health Department • 3140 "N" Street .....1x daily  
 City Corrections • 605 S. 10th Street .....Call Request  
 Citizen's Info Center • 555 S. 10th Street, 2nd Floor .....Call Request  
 Women's Commission • 440 S. 8th Street .....Call Request



# Cornerstone

PRINTING & IMAGING

**402.437.0000**

www.cornerstoneimaging.com

201 North 14th Street • Lincoln, NE 68508

Fax 402.437.0001

M-F 7:30 am - 6:00 pm

## Copy Order Form City of Lincoln/Lancaster County

### GENERAL INFORMATION

Date of Order \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Department \_\_\_\_\_  
 Division \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Phone (After Hours) \_\_\_\_\_  
 Email Address \_\_\_\_\_

Name of Job \_\_\_\_\_  
 Billing Reference # \_\_\_\_\_ ☐ Confidential Job  
 Date Order is Due \_\_\_\_\_ Time \_\_\_\_\_ am pm  
☐ Deliver my order to above address.  
☐ I will pick up my order at Cornerstone Printing & Imaging.  
☐ Please deliver my order to \_\_\_\_\_  
☐ Call me when my order is finished.

### DIGITAL FILE INFORMATION

File Sent: ☐ On Disk ☐ Online  
 Hardware Platform: ☐ Mac ☐ PC Compatible  
 Name of File \_\_\_\_\_  
 Software Application Used \_\_\_\_\_ Version \_\_\_\_\_  
 Output: ☐ Black & White ☐ Color

*Note: Cornerstone does not support all programs, call for more information*

#### ☐ IMPORTANT! PRINTED PROOF OF DOCUMENT ENCLOSED.

IF FULL COLORED DOCUMENT, PROVIDE A FULL COLOR PROOF.

- ALL GRAPHIC FILES, PHOTOS, LOGOS, ETC. MUST BE INCLUDED ON YOUR DISK OR COMPRESSED INTO ONE FILE IF SENDING ONLINE. (TIFF or EPS files, only).
- If Freehand or Corel Draw graphics are used, include both the EPS exported file and the original graphic file. If sending an Illustrator or Freehand graphic, be sure to CONVERT ALL TYPE TO OUTLINES to avoid problems of missing fonts.
- ALL FONTS MUST BE INCLUDED ON YOUR DISK. Include printer and screen fonts. Use Type 1 Postscript fonts, if possible. True Type fonts may not print correctly, especially at high resolutions.

### PAPER

☐ 20# White bond ☐ 20# Color bond \_\_\_\_\_

### JOB DESCRIPTION One job per envelope please.

☐ Black & White ☐ Color  
 Quantity \_\_\_\_\_ # of pages \_\_\_\_\_  
 Size: ☐ 8.5 x 11 ☐ 8.5 x 14 ☐ 11x17 ☐ Engineering copies  
 Originals to finished: Collate: ☐ Yes ☐ No  
☐ single to single (1:1) ☐ double to double (2:2)  
☐ single to double (1:2) ☐ double to single (2:1)  
☐ Run as is \_\_\_\_\_  
☐ Enlarge/Reduce \_\_\_\_\_  
 Please identify items and approximate finished size.

### BINDING

☐ Coil Color/Notes: \_\_\_\_\_

COVERS: ☐ 65# Cover ☐ Front/Back ☐ Front ☐ Back  
 Color \_\_\_\_\_

☐ Acetate ☐ Front/Back ☐ Front ☐ Back

☐ Vinyl ☐ Front/Back ☐ Front ☐ Back

Color \_\_\_\_\_

☐ Other ☐ Front/Back ☐ Front ☐ Back

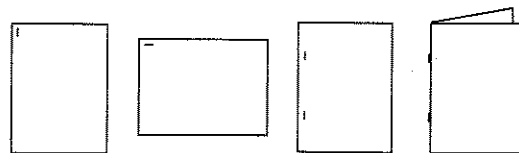
Color \_\_\_\_\_

### FOLD:

Head: in out



### STAPLE:



### CUT:

DRILL: ☐ 3 hole ☐ Other



Please draw placement and provide sample when possible.

PADDING: # of Pads \_\_\_\_\_ # Sheets per Pad \_\_\_\_\_